

# Workplace Alaska

## Class Specification Permits Technician

<b>Created:</b> 06/13/2005 by Cheryl Evans	<b>AKPAY Code:</b> <b>Class Outline Cat:</b>	<b>Class Code:</b> <b>Class Range:</b>	RR 1433W WC7
<b>Finalized on:</b>	<b>Approved by:</b>	<b>Class Status:</b>	Active
<b>Category:</b> Administrative	<b>Class Title:</b> Permits Technician		
<b>Original Date:</b> 06/13/2005	<b>Use MJR Form:</b> Alaska Railroad		

**Original Comments:**

**Subsequent Revision Dates/Comments:**

**Last Update:**                      **EEO4:** 5                      **SOC:** 43-9199                      **Census:**

**Last Update Comments:**

### Definition:

To perform technical duties in support of permit contract administration for private and public uses of ARRC property.

### Distinguishing Characteristics:

### Examples of Duties:

- Receives, reviews and analyzes permit applications, determining the appropriate review process, permit type, location, and use. Examples of the types of permits include: Entry Permit, Special Land Use Permit, Blanket, Utility, Crossings, Roads, Industry Track, Floating Track. Researches land files, contract records, maps, engineering drawings, database inventory, and other sources to determine such factors as availability and conformance to zoning, standard specifications, policies and procedures. Coordinates additional review of permit requests with other departments to ensure compliance with safety, engineering, environmental and/or legal requirements. Works with appropriate personnel to resolve issues raised during permit review process to determine permit conditions. Tracks pending permit applications to assure timely completion. Runs system reports of expired contracts. Contacts Permittee to determine if renewal is requested. Processes renewals as needed.
- Prepares and issues appropriate contract upon approval of permit application using appropriate standard form incorporating special conditions. Records permits if required. Compiles materials such as maps, engineering drawings required to issue permits. Calculates milepost ranges and permit area to determine applicable permit fee. Requests permit drawing providing detailed information to GIS technician to accurately reflect permit area authorized. Enters all permit data in Real Estate Database Management System (GIS). Composes a variety of correspondence related to Real Estate operating and non-operating, permitted and unpermitted real estate holdings including contract cover letters, letters of explanation, non-objection, follow-up, trespass and demand and termination notices. Assists managers with special assignments, projects, and research for resource contracts.
- Responsible for daily monitoring the automated billing system (GIS) to assure permits are invoiced correctly and the AS 400 Accounts Receivable financial system is accurate. Ensures the accuracy of invoices, making any necessary corrections, cancellations, adjustments and refunds. Provides input into Real Estate revenue and expense budget related to permits.
- Ensures compliance with contract provisions and notifies permittee or trespasser of violations of ARRC property that includes misuse, trespassing, lack of necessary flag-protection and/or permits, and nonpayment. Resolves and rectifies any related problems. Assists staff in maintaining contract files, opens new files as needed. Follows up to assure insurance is consistent with contract requirements and is current. Reviews requests for utility locates to determine if work is done within ARRC ROW. Contacts contractor to confirm required contract is in place before work is performed.

### Knowledge, Skills and Abilities:

#### Factor 1 - Knowledge Required

High school diploma or GED equivalent is required. A minimum of two years technical or clerical experience related to land or property management and/or contracts or equivalent work experience in a similar line of work. A similar line of work would include utility right-of-way office, permit processing office, commercial banking/real estate department, or state, municipal or borough right-of-way or assessment office. Requires a general knowledge of ARRC's accounting systems, specifically accounts receivable and the chart of accounts related to permit revenue and Real Estate expenses to administer the permit process. Requires general knowledge of accounting principles, real estate terminology, procedures and documents to respond to inquiries, ability to research land matters, and monitor land use contract compliance. Requires research skills with attention to detail using both the real estate database and manual files, or other sources as appropriate. Requires a thorough knowledge of the railroad's land holdings. Ability to read maps and drawings to confirm ARRC land ownership and describe requested permit area. Must have skill and ability to use a computer in using applications such as Word, Excel and a database such as GIS. Must be able to type 50 wpm. Must have excellent oral and written communication skills as well as mathematical skills to perform calculations to include distances, weights, geometrical computations and time variances, calculate permit area etc. Ability to work independently, prioritize workload and meet deadlines. Must have knowledge of correct punctuation, grammar, spelling, and formatting.

## Factor 2 - Supervisory Control

Work is performed under the general supervision of the Director, Real Estate. Incumbent uses own initiative and expertise to coordinate, plan and carry out duties. Works independently in completing assignments in a timely manner to meet deadlines. Completed work is reviewed from the standpoint of adherence to policies and procedures. Supervisor reviews any unusual situations, deviations from policy and procedures, or controversial problems.

## Factor 3 - Guidelines

Established guidelines such as ARRC policies, (i.e., long term and public entity leasing, railroad/highway crossings, and fee schedules), specifications (i.e., standard specs/railroad property and AREA), procedures, schedules, tariffs, chart of accounts, track chart, track crossing inventories, and ARRC rental rate proposals are available. Incumbent uses sound judgment in following and applying the most appropriate procedures based on the situation.

## Factor 4 - Complexity

Prepares permit contracts and amendments. Composes letters, memorandums, contract revisions, addendums, spreadsheets, and tables, service contracts, permit forms, bills for collection, and other miscellaneous data used in real property transactions. Accuracy of contracts, correspondence and accounting documents is critical for management of ARRC property and generating revenue. Incumbent ensures ARRC customers are in compliance with contractual terms.

## Factor 5 - Scope and Effect

Work performed reflects on the Real Estate Department and its ability to perform at peak efficiency. The work primarily deals with ARRC external Real Estate customers and their associated income. Work also requires internal customer coordination with various departments and personnel. A professional demeanor and attitude in addition to the ability to communicate both verbally and in writing is critical.

## Factor 6 - Personal Contacts

Contacts are made in person, via telephone, fax and email with ARRC employees, personnel in private business and government agencies, and the general public.

## Factor 7 - Purpose of Contact

Contacts are made for the purpose of facilitating information including discussing concerns, problems, and inquiries; providing service and solutions; conducting research; coordinating and obtaining information.

## Factor 8 - Physical Demands

Sedentary work with periodic land/site inspections. No unusual physical demands.

## Factor 9 - Work Environment

Corporate office environment.

### **Minimum Qualifications:**

High school diploma or GED equivalent is required. Two years of technical or clerical experience related to land or property management and/or contracts or equivalent work experience in a similar line of work is required. A similar line of work would include utility right-of-way office, permit processing office, commercial banking/real estate department, or state, municipal or borough right-of-way or assessment office. Two years of college level course work in business administration, property management or a related field is preferred. Knowledge of accounting systems specifically related to accounts receivable and chart of accounts is required. Understanding of permit policies and procedures, and the application of fee structures to administer the permit process is required. Must have skill and ability to use a computer in operating a word processing application such as Word, database such as Access, FoxPro, GIS or similar database, and spreadsheet software such as Lotus or Excel. Must be able to type 50 wpm. Must have excellent oral and written communication skills as well as mathematical skills to perform calculations to include distances, weights, geometrical computations and time variances. Ability to work independently, prioritize workload and meet deadlines. Must have knowledge of correct punctuation, grammar, spelling, and formatting.

### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

### **Special Note:**

A similar line of work would include utility right-of-way office, permit processing office, commercial banking/real estate department, or state, municipal or borough right-of-way or assessment office.

### **Minimum Qualification Questions:**

Did you answer "yes" to all the questions above?